



SUPPLIER DIVERSITY PLAN

(In accordance with WAC 326-40-040)

“Commitment to diversity is a core tenet of Western Washington University. Without exception, we value all students, faculty, and staff as important members of our campus community. Diversity makes us stronger. Open acceptance of differing viewpoints and perspectives is integral to higher education and is at the center of learning and knowledge. Diversity is a key value of Western's Mission and Strategic Planning Goals. I can think of nothing more fundamental to what a university is about than is our collectively assuring an environment in which difference and diversity are actively sought, passionately (but civilly) considered, and fully protected, respected and embraced.”

- President Bruce Shepard

Statement of Commitment

Western Washington University (WWU) seeks to enhance the diversity of businesses competing for work with the University and to position our procurement and contracting strategies to be in line with the increasing diversity of businesses in the state and in the nation. Western is committed to ensuring that vendors, suppliers, service providers, contractors, and consultants such as architects and engineers who serve the University reflect the diversity of the Washington state business community.

Responsibility

The responsibility for managing the Supplier Diversity Plan and its content resides with the Vice-President for Business and Financial Affairs. The Vice-President delegates implementation, monitoring and reporting under the plan to the Director of Business Services. The Purchasing and Contract Administration office reports to the Director of Business Services. The directors of Facilities Development, Capital Budget and Facilities Management all report to the Vice-President for Business and Financial Affairs. The Director of Business Services will work in conjunction with Purchasing, Facilities Development, Facilities Management and Capital Budget staff to ensure that procurement activities are conducted within the parameters of the plan.

Strategic Approach to Outreach

Western Washington University will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms' participation in procurement activities including but not limited to the following:

1. Consistent use of WEBS for competitive solicitations.
2. The Purchasing Department will draft and publish Requests for Quotations and Requests for Proposals in such a manner to encourage successful competition by M/WBE firms.
3. Efforts related to aggregate purchases to achieve economies of scale will be reviewed to determine appropriateness. Purchases will be un-bundled when practicable to maximize M/WBE firm participation.
4. The Purchasing Department will participate in vendor outreach programs such as bi-annual training sponsored by the City of Bellingham and the Whatcom and Skagit County economic development agencies.
5. Purchasing Department staff will provide all college procurement card holders a list (updated annually) of certified M/WBE suppliers by type of commodity. This list will be posted on the purchasing website and information will be provided in Pcard training materials.
6. Review State of Washington, University of Washington and other WIPHE (Washington Institutions of Public Higher Education) contracts with OMWBE vendors and utilize these agreements whenever practicable.
7. Informal quotations of purchased goods and services are to be secured from enough vendors to assure establishment of a competitive price. The University will continue to require all its buyers to provide documentation verifying that a "Good Faith

Effort” was employed to allow a diverse range of firms, including minority and women-owned firms, the opportunity to participate to the fullest extent practicable. At a minimum, the Buyer will solicit quotes above the informal quote thresholds from at least one certified minority owned and one certified woman owned business in addition to majority owned vendor(s) ([RCW 43.19.1906](#)) and as often as practicable.

8. Facilities Development, Capital Budget, and Facilities Management will work in conjunction with Business Services to develop Requests for Qualifications in such a manner as to encourage successful competition by M/WBE firms. Purchasing shall post such opportunities on WEBS.
9. Upon request, Purchasing will provide an updated OMWBE registered vendor list to Facilities Development. This list shall be provided to prime contractors during mandatory pre-bid conferences.

Staff Training

The Director of Business Services assumes overall responsibility for training efforts on behalf of our Supplier Diversity Plan.

The Director will provide both annual and as-needed training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

The Accounting Director, in collaboration with the Director of Business Services, will provide both annual and as-needed training to staff regarding the use of appropriate sub-object codes for OMWBE reporting.

The Manager of Financial Systems will work with Accounting Services and Business Services to review the annual OMWBE guidelines for Institutional reporting and ensure system processes are updated accordingly. The Director of Business Services will provide both annual and as-needed training to procurement card holders regarding direct purchases from certified MBE and WBE suppliers.

Goals and Objectives

Annual Goals – Process

In order to set meaningful, realistic and attainable goals, Western Washington University will do the following:

1. Obtain a MWBE participation Plan report in Webs to obtain data on posted bids.
2. Collect Pcard historical spend data for direct buys.
3. Collect commodity code data from Banner Finance, including capital project spend.
4. Compile, analyze and interpret data to create a baseline.
5. Determine availability of M/WBE suppliers for types of commodity or procurement activity.

6. Determine realistic annual goals based on baseline results and available M/WBE suppliers.

Western Washington University annual fiscal year goals will be determined after the goal setting process is complete. For the initial year of this plan, FY 11, the University reviewed the state goals and FY 10 attainment. Goals established for subsequent fiscal years shall take into consideration the number of M/WBE firms available, Western's success rate at meeting its previous goals, and whether there is an opportunity to encourage additional M/WBE firms to participate, particularly in areas of historical under-representation by M/WBE firms.

Our process for setting any individual contract goals will follow the same strategies as outlined above for setting annual goals.

We will measure the following:

- Percent of construction dollars spent with MBE firms
- Percent of construction dollars spent with WBE firms
- Percent of A/E dollars spent with MBE firms
- Percent of A/E dollars spent with WBE firms
- Percent of Professional Services spent with MBE firms
- Percent of Professional Services spent with WBE firms
- Percent of goods & services dollars spent with MBE firms
- Percent of goods & services dollars spent with WBE firms

Annual Goals

Purchasing has established voluntary goals of 8% MBE and 3%WBE for Professional Services, Purchased Goods and Purchased Services.

Facilities Development has established voluntary participation goals for its construction and A&E consultant contracts of 10% for MBEs and 3% for WBEs.

The University acknowledges that the stated goals are long-term objectives and will require time to achieve.

FY 11 CURRENT STATEWIDE GOALS ARE:

Class	Minority Business Enterprises	Women Owned Enterprises
Construction	10%	6%
Engineering & Architectural	10%	6%
Professional Services	8%	4%
Purchased Goods	8%	4%
Purchased Services	8%	4%

WWU FISCAL YEAR 10 RESULTS

Class of contract	Pbase Dollars	MBE Dollars	MBE %	WBE Dollars	WBE %
Construction	30,015,526.00	15,154.00	0.05%	0.00	0.00%
Engineering & Architectural	4,927,161.00	372,046.00	7.55%	74,838.00	1.52%
Professional Services	286,360.00	0.00	0.00	0.00	0.00%
Purchased Goods	2,330,201.00	205,481.00	8.82%	63,305.00	2.72%
Purchased Services	2,584,453.00	1745.00	0.07%	16,287.00	063%
TOTAL	40,143,7014.00	594,426.00	1.48%	154,430.00	0.38%

Record Keeping and Reporting

Record keeping related to the college's Supplier Diversity Strategic Initiative, including copies of contracts, awards and PO's is kept in the college's Purchasing Office, and in the Capital Budget Office. Financial transaction data is kept in the University's ERP system. Procurement card holders keep source documentation related to procurement card transactions in their individual departments.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Director of Business Services, with assistance of the Director of Financial Services. As noted above, Accounting Services Staff will be trained in the use of accurate sub-objects for OMWBE reporting and the importance of accuracy. The Purchasing Department will conduct quarterly on-line reviews of p-card activity for the purposes of OMWBE reporting. Quarterly reports of Banner Financial transactions and Pcard data will be provided to OMWBE.

2nd Tier Contracting & Reporting

The University will develop a method to monitor/report expenditures, work with prime contractors to identify all subcontractors, and the identification of sub-contract items of work and spend.

Dispute Resolution

Resolution of disputes regarding the use of OMWBE certified vendors will be the responsibility of the Director of Business Services, in collaboration with the individual department manager involved in the dispute. Complaints related to the University's Supplier Diversity Strategic Initiative will first be investigated by the Director of Business Services, who will present findings and recommendations to the Vice-President for Business and Financial Affairs. The Vice-President for Business and Financial Affairs will be responsible for the final disposition of the complaint.

Review and Assessment

The Director of Business Services will review all competitive procurement policies, procedures, reporting procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.